

# DONATION SUBMISSION FORM



DATE: \_\_\_\_\_

TO: Division Office – Finance Department

FROM: \_\_\_\_\_

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## **PART I – DONOR INFORMATION**

NAME OF DONOR: \_\_\_\_\_

ADDRESS OF DONOR: \_\_\_\_\_

### **NOTES:**

All donations **must** be sent to Division Office intact in order for an individual or company to receive a Donation Receipt. The donation cannot be deposited directly into the school account.

**Cash Donations** must be greater than \$10.00 and sent in a sealed envelope, attached to this form, to Division Office – Attention: Finance Department.

**Cheques** must be made payable to Wild Rose School Division No. 66, attached to this form and sent to Division Office – Attention: Finance Department. (If made in school name we can still deposit them). The Tax Receipt will be issue to the name on the cheque –no exceptions.

**Non-Cash gifts greater than \$50.00** must be accompanied by a third party appraisal or cash receipt. Attach receipt or appraisal to this form and send to Division Office – Attention: Finance Department

## **PART II – DONATION INFORMATION**

AMOUNT: \_\_\_\_\_ TYPE OF PAYMENT: \_\_\_\_\_

GL CODE: \_\_\_\_\_

REASON FOR DONATION: \_\_\_\_\_

PAYMENT TO SCHOOL GENERATED FUNDS REQUIRED? YES  NO

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_